

Step E. After receiving the final decision, either principal shall have the right to file a statement with the Vice President for purpose of record only.

Academic Honesty

In the academic process, it is assumed that intellectual honesty and integrity are basic responsibilities of any student. However, faculty members should accept their correlative responsibility to regulate academic work and to conduct examination procedures in such a manner as not to invite violations of academic honesty. Such violations consist mainly of cheating and plagiarism.

Definition

Cheating is defined as the unauthorized use or exchange of information by students or others for the purpose of achieving unfair advantage in the classroom or examining process.

Plagiarism is defined as offering the work of someone else as one's own. The language or ideas thus taken from another may range from isolated formulas, sentences or paragraphs, speeches, or the writing of other students. Any student who fails to give credit for ideas or materials that are taken from another, verbatim or in paraphrase, is guilty of plagiarism. Any form of plagiarism is essentially an act of cheating.

Some examples of academic dishonesty include but are not limited to the following:

- Taking an exam for another student.
- Having another student take an exam for you.
- Altering or forging an official university document.
- Paying someone to write a paper to submit as your own work.
- Arranging with other students to give or receive answers by use of signals.
- Arranging to sit next to someone who will let you copy from his or her exam.
- Copying from someone's exam without his or her knowledge.
- Writing a paper for another student.
- Allowing another student to copy from you during an exam.

- Copying answers from a source without doing work independently.
- Getting questions or answers from someone who has already taken the same exam.
- Working on homework with other students when the instructor doesn't allow it.
- "Padding" a few items on a bibliography.

Disciplinary Action

Cheating or plagiarism may be an individual transgression of one student unabated by anyone else, or it may involve the complicity of others. All students who are involved in a group action which makes cheating or plagiarism possible shall be considered equally guilty of the transgression and shall be subject to the same penalties as though they themselves had cheated or plagiarized.

A faculty member who has evidence that a student is guilty of cheating or plagiarism shall initiate the appropriate disciplinary action. However, no penalty shall be imposed until after the student has been informed of the charge of academic dishonesty and of the evidence upon which it is based, and been given opportunity to present whatever statement or evidence the student desires in his/her defense.

Thereafter if the student is found guilty, the faculty member shall assess a penalty within the course, consistent with the magnitude of the transgression. Such penalty may consist of a warning, reduction in passing grade for the course, or a grade of "F" for the course.

Every case of academic dishonesty that affects a student's grade shall be promptly reported in writing to the appropriate department chairperson and to the Vice President for Student Services. The Vice President for Student Services may initiate further disciplinary action in any case of repeated infractions, or in cases of complicity on a large scale. Such further disciplinary action shall be at the discretion of the Vice President for Student Services and may result in probation, suspension, or expulsion from the College. A record of the offense and the disciplinary action taken shall remain in the student's file.

Procedure for Appeal

Once a charge of academic dishonesty has been made, every means will be taken to guarantee "due process" to both the defendant and those bringing the charge. Should the student dispute the facts constituting evidence of his alleged infraction(s) or object to the severity of the penalty, he may submit an appeal in writing to the Vice President for Student Services, requesting a hearing before an Appeal Board. The Vice President shall convene such hearing within the following ten school days after receipt of the appeal. Extension of this date may be permitted by mutual agreement of all concerned. However, no hearing shall be held later than thirty days after the close of the semester in which the case arose.

An Appeal Board shall be established, consisting of the following members: a member of the committee on Academic Policies, appointed by the committee chairperson; the chairperson of an academic department other than that of the discipline involved; a faculty member at large (the latter two members shall be appointed to the board by the Vice President for Student Services and approved by the defendant); a member of the student government, if the student desires, appointed by the President of the Student Association.

No individual previously concerned with the case in any way may serve on the Appeal Board. In the event of a conflict of interest, the Vice President for Student Services shall be authorized to make proper substitution.

The Appeal Board shall review the facts of the case, hear testimony, consider the disciplinary action taken, and render a decision to either uphold, reject, or modify such action. In the hearing, both defendant and faculty member have the right to representation by advisers of their choice, and the right to call additional witnesses. The burden of proof of the charges rests with the faculty member.

The Appeal Board shall complete its investigation as quickly as possible, and communicate its decision to the Vice President for Student Services within 24 hours after completing its investigation. The decision of the Appeal Board shall be considered final and its action binding upon all parties to the case.